

31 July 1952

REPORT FOR THE WEEK OF 28 JULY - 1 AUGUST

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To:

From:

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1. Completed arrangements for putting on the first CIA Human Resources Program course in ORR for the AD, his immediate staff, and his division chiefs on 6, 7, 8, 11, 12, and 13 August.
2. Reworking the instructional pamphlet for use in instructing supervisors throughout the Agency in the use of the Personnel Evaluation Report.
3. Conducted four one-hour lecture discussions on Executive Development in the Federal Service in the UTG/A program, Alcott Hall.
4. Received Office approval and verbal approval from I&SO to participate in the annual meeting of the American Political Science Association, Buffalo, New York, 26-28 August. Shall put in for this on the 1953 Division Budget for attendance at conferences.
5. Forwarded with strong approval a memorandum recommending the promotion of Mrs. [redacted] from GS-7 to GS-9 at the earliest opportunity.
6. Planning September program for the improvement of Scientific Intelligence Reporting with [redacted] OSI.

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cc.
Plans and Policy Staff

25 YEAR RE-REVIEW